

**OFFICE OF THE CHIEF OF POLICE**

**SPECIAL ORDER NO. 24**

**July 17, 2002**

**SUBJECT: THE AFTER-ACTION REPORT**

**PURPOSE:** An After-Action Report (AAR) is required following most tactical alerts to document actions taken to address an Unusual Occurrence (UO), and to serve as a vehicle for evaluating Department policy, procedure, and performance (Volume 2 of the Emergency Operations Guide). As the Department is confronted with incidents of increasing complexity, it is critical that the Emergency Preparedness Coordinator properly evaluate a UO and forward lessons learned to field personnel.

The purpose of this Order is to expand on the existing functions and responsibilities of the Emergency Preparedness Coordinator in order to achieve that goal.

**PROCEDURE:**

**I. COMMANDING OFFICER, UNIFORMED SERVICES GROUP, RESPONSIBILITY.** The Commanding Officer, Uniformed Services Group (USG), who is also the Emergency Preparedness Coordinator, is responsible for ensuring that:

- \* Each Area/division declaring a tactical alert or mobilization provides a copy of the AAR to USG unless an exemption is granted by the Chief of Police;
- \* Any training information obtained from the AAR is forwarded to field personnel in a timely manner; and,
- \* Correspondence is forwarded to the Chief of Police summarizing each AAR, which includes recommendations. In fulfilling that responsibility, the Commanding Officer, USG, may, at his or her discretion, conduct the review with existing USG resources or form a committee to review a particular incident.

**II. COMMUNICATIONS DIVISION RESPONSIBILITY.** The Commanding Officer, Communications Division, shall ensure that all tactical alerts are reported to Uniformed Support Division within 72 hours of their declaration.

**AMENDMENTS:** This Order amends Department Manual Sections 2/310.15, and 2/630.20.

**AUDIT RESPONSIBILITY:** The Commanding Officer, USG, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

MARTIN H. POMEROY  
Chief of Police

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